

**C.No.370/MS/2010.**

**DRAFT**

Establishment- Law Department - Stores- Purchase- Purchase of (2 Nos) New Toners for Xerox Machine from Ricoh India Limited, Vastra House,160,Ashok Chambers, Secunderabad - Payment of amount - Sanctioned - Orders - Issued.

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**LAW(MS) DEPARTMENT**

G.O.Rt.No:

Dated: -05-2011.

Read the following:-

1.Government Letter No:375/MS/2010-3,Law, dated:21-04-2011.

2.Invoice/Bill No:HYNX10271,dated:11-05-2011 along with advance stamped

receipt received from Ricoh India Ltd,Vastra House,160,Ashok Bhopal Chambers, Secunderabad.

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**O R D E R:**

Sanction is hereby accorded for payment of an amount of Rs.5,844=80ps/-rounded to Rs.5,845/-(Rupees five thousand eight hundred and forty five only) to Ricoh India Ltd., Vastra House,160,Ashok Bhopal Chambers, Secunderabad towards the cost of (2 Nos) new toners supplied for use in the Ricoh India Xerox Machine of Law Department, vide bill 2nd read above.

2. The expenditure sanctioned in para (1) above shall be debited to "2052-Secretariat General Services-090-Secretariat Services-10-Law Department-130-Office Expenses-132-Other Office Expenses.

3. The Deputy Pay and Accounts Officer, Secretariat Branch, Hyderabad is requested to issue a cheque in favour of "RICOH INDIA LTD" for the said amount.

4. Law (Claims) Department are requested to draw and disburse the amount sanctioned in para (1) above to the RICOH INDIA LTD.,

To

Ricoh India Limited, Vastra House, 2<sup>nd</sup> floor, Patny Nagar,160 Ashok Bhopal Chambers,Secunderabad-500 003.

Copy to:The Deputy Pay and Accounts Officer, Secretariat Branch, Hyderabad.

" :Claims A.S.O(2 copies).

" :S/f&S/c